



## **FREMONT PLANNING BOARD**

**April 15, 2009**

**Meeting Minutes**

**Approved April 22, 2009**

Present: Chairman Roger Barham, Co-Chair and CC Rep. Jack Karcz, Selectman Brett Hunter, Members John (Jack) Downing, Alternate/Building Official Thom Roy, RPC Circuit Rider David West and Land Use AA/Recording Secretary Meredith Bolduc.

Also present: Derek Downing

Mr. Barham opened the meeting at 7:00 pm.

Mr. Karcz made the motion to approve the minutes of the April 1, 2009 meeting as written. Motion seconded by Mr. Downing with unanimous favorable vote.

### **PROJECTS PENDING WITH RPC**

- Inclusionary Housing Zoning Ordinance – funded with CTAP Phase I Discretionary Funds; completion date of May 19, 2009. = \$5,000
- Housing Chapter of the Master Plan - funded with CTAP Phase I Discretionary Funds; original completion date of December 2008, moved to May 19, 2009. = \$5,000
- CTAP DOT Build-out- funded with CTAP Phase I Funds; completion date of May 19, 2009. = \$10,000
- Open Space Plan - funded with CTAP Funds; completion date of May 19, 2009. = \$10,000
- Transportation Chapter of the Master Plan - funded with NH DOT Matching Funds Grant and the Town's share (\$2,500) has been paid; original completion date of June 30, 2008.
- Water Resource portion of the NRI Chapter of the Master Plan – funded with the Targeted Block Grant (TBG) and the Town's share (\$2,000) has been paid; completion date of June 30, 2009.

### **CTAP**

#### Discretionary Funds

Mr. West reported that the paperwork for the extension request of the May 19, 2009 completion date for Phase I of the CTAP discretionary funds has been completed by RPC and is in the hands of the Governor and his Council, waiting to be signed. He did not know how long this would take. Mr. Barham noted that in the event the funding does not get extended the Build-out will not get done, about half of the Housing Chapter of the Master Plan will not be completed, and the Exclusionary Housing Zoning Ordinance will not get done as well. Mr. West will notify the Board as soon as he has further information to report.

### **WETLANDS ZONING ORDINANCE**

Mr. West reported that NH DOT has approved the application for \$3,000 in CTAP discretionary

funds to conduct a wetland ordinance audit. Mark West, Wetland Scientist with West Environmental, Inc., has been contacted and agreed that he can review Fremont's existing Wetland Ordinance for missing and/or outdated setback requirements including graduated buffers and increased/decreased buffers in the prime wetland areas as well as those of standard wetland areas. The final product would be an amendment of the ordinance that would focus on missing buffer elements and modify the existing buffer requirements. Mark West needs to submit a work invoice prior to May 19, 2009, but the process is not clear who the invoice should be sent to and whether a contract is part of the process. Mrs. Bolduc will contact RPC Business Manager Annette Pettengill for direction.

Mr. West said that Phase II of the CTAP discretionary funds is in the amount of \$10,000 and is slated for dealing with planning suggestions gathered from the recent community assessment report. He added that the Phase II moneys will also be for Master Plan updates, and for towns to work together for planning. Mr. West said that Theresa Walker has applied to CTAP for up to \$10,000 per Town for Fremont/Sandown (\$20,000) regional open space planning. Mr. West will find out what the project completion date is for the Phase II CTAP funds.

#### OPEN SPACE PLAN

The Open Space Plan is also funded by CTAP, but not using discretionary money; deliverable date to be determined.

The first session of the Open Space Task Force, which was to get organized, was held in conjunction with the Fremont Open Space Committee's regular meeting on April 7, 2009. The next meeting is 7:00 pm on May 5, 2009. Mr. West said that the purpose of the Task Force is to weigh the different natural feature layers for GIS to determine where the focus of the open space planning should be.

#### SMALL WIND ENERGY SYSTEMS

Mr. Barham said that he has spoken with Albert (Skip) Zogopoulos from Unitil who has agreed to conduct a powerpoint presentation on wind energy systems for the Board at 7:30 on May 20, 2009.

#### MASTER PLAN

##### Transportation Chapter

Mrs. Bolduc reported that she received the latest draft of the Transportation Chapter of the Master Plan from Mr. West late this afternoon and forwarded it to the Members for their review. Mr. Roy reported that he met with Road Agent Guerwood Holmes and gathered information about culverts and drainage, intersections of interest, names and status of dirt roads. He sent Mr. West the information received as a result of that meeting to be included in the Transportation draft. Mr. Roy asked Mr. West if this is a near final draft. Mr. West said that there is more information to add and he agreed to submit a more final draft to the Land Use Office by Monday (April 20, 2009) so it can be forwarded to the Members to go through at their leisure to prepare for review at the next meeting.

There was a general conversation relative to roadway conditions, management and maintenance programs.

Mr. Barham said it is understood that approximately 2 ½ miles minimum of road should be maintained with repair and overlays each year and we are falling severely short with about ½ mile of road actually getting done per year. Mr. Roy said that he has put together a road overlay and reconstruction table that the Board may find helpful.

The next draft of the Transportation Chapter of the Master Plan will be reviewed at the April 22, 2009 meeting.

#### GRISTMILL, LLC

Map 2 Lot 173.12 & 156.2 – Phases II and III

Present: Owner Mike Weymouth

Mrs. Weymouth contacted the Land Use Office to say the Mr. Weymouth was not available to keep tonight's appointment with the Board. The appointment for Gristmill will be rescheduled. It was noted that at the October 15, 2008 meeting the Gristmill Subdivision approval was extended to April 15, 2009.

#### LOTHIAN AUTOMOTIVE

Map 6 Lot 062-11-1

291 North Road

The Board received and discussed a March 31, 2009 correspondence from Virginia Beecher, Director of Motor Vehicles with the NH Department of Safety, Division of Motor Vehicles, to Town Clerk Lori Holmes relative to an application submitted by Richard Lothian for approval for; 1) a bonded retail vehicle permit (no dealer plate privileges) and 2) repair registration for Lothian Automotive (Map 6 Lot 011-1, 291 North Road). The note on the application said that Mr. Lothian "is applying to get his repair dealership back and also wanting to get a bonded dealer license because he doesn't meet the 1200 sq ft to get a supplemental plate". According to NH DES Mr. Lothian has held a repair permit in the past and has been a bonded retail dealer, but not since 2001.

The Lothian Automotive Site Plan Review was discussed by the Board. There was a conversation relative to some of the improvements Mr. Lothian had agreed to do and were shown on the site plan submitted for his June 22, 2005 Site Plan Review approval including building, curbing, parking, signage, tree buffer and vehicle storage area, some of which are believed to be still not completed. The last site visit was conducted on August 23, 2006 by Mr. Roy and Mr. Stilwell and the Planning Board issued a December 19, 2007 correspondence requesting that Mr. Lothian issue a report to the Board stating any progress on the status of the Site Plan from the June 22, 2005 approval to that date. A response was not received. The Board agreed that it is not known if the site is in compliance with the June 22, 2005 approved Site Plan at this time and that an updated progress report from Mr. Lothian is in order.

Mr. Downing made the motion to recommend to the NH Department of Safety, Division of Motor Vehicles, that the Lothian Automotive application for a bonded retail vehicle permit and a repair registration be put on hold at this time, pending further investigation by the Planning Board relative to the compliance of improvements listed and noted on the site plan approved on

June 22, 2005. And further, that the Planning Board send Mr. Lothian a letter stating the following:

- Provide to the Planning Board a written progress report stating the status of the approved Site Plan from the June 22, 2005 approval to date within 45 days of this date.
- If the progress report is not received within the timeframe the Site Plan approval is subject to revocation.

Motion seconded by Mr. Karcz with unanimous favorable vote.

#### COUNTRYSIDE ESTATES/ALBERT WITHAM

##### Map 3 Lot 001

Mr. Barham reported that Don Dollard, who does Fremont's Tax Maps, has brought it to our attention that there are no dimensions, bearings or acreages for lots 3-1-1-11 and 3-1-1-45 on the recently recorded as-built plan. This information must be shown on the plan in order to complete a map change. A new corrected plan must be submitted to be signed by the Planning Board and recorded at the registry of deeds. Mr. Witham has been contacted and asked to submit the corrected mylar and plan, along with the Rockingham Registry of Deeds recording fee, by the Boards April 22, 2009 meeting so this can be corrected and a map change completed.

#### GOVERNOR'S FOREST

##### Map 3 Lot 002

Martin Ferwerda of Governor's Forest has issued the following quarterly project update:

##### Building Permits:

None obtained.

##### Excavation Progress:

Progress continues to be made in establishing sub-grade elevations and slopes along Linda Lane from station 17+50 to 25+50. Processing and shipping of blasted rock and overburden continues as market conditions allow.

##### Roadway Construction:

No additional roadway construction has occurred

##### Reclamation:

No additional reclamation has occurred.

#### SEACOAST UNITED SOCCER CLUB

##### Map 6 Lot 020.1

The Board received a notice from the Town of Epping Planning Board of an April 23, 2009 (6:00 pm) Public Hearing concerning an amended Site Plan & Special Conditional Use Permit by Seacoast United Soccer Club on Shirkin Road for additional parking and an outdoor pavilion. Following further conversation relative to the increased traffic to Shirkin Road due to the Seacoast United Soccer Club, the Members unanimously agreed with Mr. Roy's suggestion to send the Epping Planning Board a letter stating that the Fremont Planning Board has serious concerns about traffic on and degradation of Shirkin Road as a result of current and possible increased traffic because of the Seacoast United Soccer Club and requests that the applicant meet with the Fremont Planning Board relative to offsite upgrades to Shirkin Road prior to the approval of any Site Plan or Conditional Use Permit amendment.

## INCOMING CORRESPONDENCES

### GIS

Mr. Barham reported that he is working on creating a GIS overlay of the Fremont maps. The goal is to use this as a planning tool that would make the layers available to view with ARC reader (free software) so we can help get an understanding of the natural features of an area when there is a proposed subdivision or site plan review.

## INCOMING CORRESPONDENCES

Received: Notice of the LGC local officials Spring workshop.

Mr. Karcz made the motion to adjourn at 8:45 pm.

Motion seconded by Mr. Downing with unanimous favorable vote.

Respectfully submitted,

Meredith Bolduc, Land Use AA/Recording Secretary